

CITY OF EAGLEVILLE
JOB DESCRIPTION

Title: City Recorder/Finance Director	Grade: 18-22
Reports To: City Manager	FLSA: Non Exempt
Department: Administration	Created Date: May 16, 2022/hrr

JOB SUMMARY: Under general direction of the City Manager maintains the records of official acts of the City Council and other city commissions and committees; maintains the repository of all official documents; is custodian of the City seal; collects and receipts all revenue of the City; handles the City's accounts payable, offers financial guidance and prepares the Annual Budget under the guidance of the City Manager. May assist as needed the Clerk of the City Court. May also be appointed City Treasurer.

ESSENTIAL FUNCTIONS:

- Collects, receives, records and receipts the taxes, utility payments, bond proceeds and other revenue of the City
- Reviews and pays all proper invoices received by the City.
- Reconciles all bank statements monthly
- Makes all deposits of City funds to City accounts
- Prepares standard financial reports on a weekly, monthly, quarterly or annual basis.
- Attends all City Council meetings, and other meetings as required by the City Manager, to record and later prepare an accurate record of the business transacted by the City Council.
- Serves as the custodian of the city seal and all public records including the original rolls of ordinance, ordinance books, minutes of the City Council, contracts, bonds, deeds, certificates and all oaths and affirmations.
- Provides, copies and certifies copies of records, papers and other City documents in the office's custody.
- Maintains personnel records, city insurance records, and serves as the insurance (and other) benefits coordinator.
- Serves as the Registered Clerk to the Court.

CITY OF EAGLEVILLE

JOB DESCRIPTION

SECONDARY FUNCTIONS: Performs other related, and sometimes miscellaneous, duties as required

SUPERVISORY FUNCTIONS:

KNOWLEDGE, SKILLS:

- Knowledge of and ability to use modern governmental accounting practices
- Knowledge of and ability to use the City's accounting software to record City revenue and expenditures, and report same.
- Knowledge of and ability to use Microsoft Office in particular Microsoft Word and Microsoft Excel
- Knowledge of and ability to use modern customer service principles
- Knowledge of and ability to use modern recording devices

ABILITY:

- Ability to establish and maintain effective relationships with those contacted in the course of work
- Ability to speak clearly in all situations; listens and gets clarification; responds well to questions; participates in meetings
- Ability to read and interpret written information;
- Ability to follow instructions, respond to management direction; complete tasks on time or notify appropriate person with an alternate plan;
- Ability to perform and meet scheduling and attendance requirements
- Ability to operate photographic equipment, information technology equipment and standard office equipment.

- **CERTIFICATIONS, LICENSES, REGISTRATIONS:** Valid Tennessee Class D Driver's License or equivalent
- Municipal Clerk and Recorder's License or ability to attain within a timeframe specified at the time of hiring
- Certified Municipal Finance Officer or ability to attain within a timeframe specified at the time of hiring

CITY OF EAGLEVILLE

JOB DESCRIPTION

REQUIRED EDUCATION/OR EXPERIENCE:

Minimum of High School Diploma or GED, and five years experience in a professional office setting handling, monitoring, and/or recording transactions and/or managing official records.

PREFERRED EDUCATION/OR EXPERIENCE:

Bachelor's degree in Accounting or Business, and five years of experience in 1) the collection of revenue and the recording of the official acts of a Board of Council, 2) Payroll experience, and/or 3) Accounts payable and/or accounting experience. Preferred City Recorder and CMFO certifications.

PHYSICAL CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to walk and sits regularly. This is sedentary work in which the employee is occasionally required to lift and/or move, push or pull up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision. The employee is required to drive automobiles.

Other duties as required may be to assist in Festivals and Parades.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work is performed mostly in a climate controlled office environment.

CITY OF EAGLEVILLE
JOB DESCRIPTION

SIGNATURE/APPROVAL

City Manager

Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.